



## Treasurer – Job Description

Accountability	Executive Committee
Hours	Hours will vary average 10hrs per week.

### GENERAL DESCRIPTION - OBJECTIVES

- To ensure that a financial management system and reporting system is put in place and operable so the committee has an accurate, true and correct understanding of the financial status of the club at all times.
- To provide support to the executive and committee members to ensure the efficient operation of the club.

### RESPONSIBILITIES

- Attend monthly executive committee and general committee meetings
- Attend official meetings when required
- Maintain appropriate accounts of all income and expenditure ensuring there is an appropriate audit trails e.g. receipts.
- Reconcile all club accounts monthly
- Promptly pay all club accounts.
- Present all accounts for payment for approval by a second executive member.
- Be available each week to drop off and collect the float from the canteen after each operational day.
- Promptly attend to general banking activities
- Prepare monthly financial reports for general committee meetings and executive meetings.
- Prepare the annual budget and financial report of the Club for presentation at the AGM (the draft budget having earlier been formulated by the Club Executive).
- Ensure all budgeted and approved expenditure limits are not exceeded
- Make details of all accounts available to the Club Committee and members as provided in the Corporate Affairs Act.
- Maintain all club financial software
- Ensure the Club finances are correctly audited at the end of each financial year.
- Invest any surplus funds as decided by the executive committee
- Be prepared to participate in Match Day Official and canteen rosters
- Provide leadership to the committee, player and parent group by volunteering for and attending club functions and fundraising events.
- Willingness to attend training opportunities where necessary.

### DESIRED QUALIFICATIONS - ACCREDITATIONS

- Good Communication
- Sound knowledge of financial principles and administrative procedures
- Knowledge of the club financial software (at present is QuickBooks)
- First Aid Certificate (but be prepared to do a first aid course provided by the club.)
- Good organizational skills



#### RELATIONSHIPS

- Liaises with club members when necessary
- Liaises with the executive regularly
- Liaises with club suppliers for prompt payment of accounts
- Liaises with the club financial institution regularly

#### REPORTING

- Provide a report to the executive committee before executive meetings on all financial transactions of the club.
- Seek ratification from the executive committee members prior to committing the Club to any financial expenditure or action.